



City of Humble

Employment Opportunity

Job Number – FC-20180319

DATE POSTED: 03/19/2018

JOB TITLE: Fire Chief

JOB CLASS: Full Time

REPORTS TO: City Manager

WORK HOURS: 8 am – 5 pm

(Overtime as required)

OPEN UNTIL: Filled

FLSA STATUS: Exempt

DEPARTMENT: Fire/EMS

LOCATION: 108 Main St., Humble, TX

ESSENTIAL: Yes

Position Summary: An experienced, confident and capable leader who brings together the diverse elements of the community to develop a vision and clear goals to guide the future growth and expansion of the Fire Department, and who has the ability to communicate the department's vision and goals through quality fire services delivered by a well-organized, well equipped and highly motivated workforce. Services include fire prevention, fire suppression, and the emergency medical and rescue activities of the Fire Department.

Duties and Responsibilities:

- Establishes departmental policies, procedures and regulations, and ensures proper enforcement to maintain a modern, effective fire department and maximum fire protection to the community.
- Provides management direction to fire department service functions such as development and review of long-range plans, technical reports, city ordinance amendment recommendations and firefighting standards and regulations to meet department objectives.
- Directs development of the departmental budget and ensures budget adherence through the year.
- Performs administrative-level duties including selection, promotion, performance review, mentoring, counseling, and discipline to ensure subordinates are prepared and motivated, productive and challenged in their work assignments to ensure maximum performance and directs continuing professional education to maintain a state of continued preparedness.
- Makes field inspections of fire department activities and evaluates reports and recommendations.
- Confers with public officials and citizen groups to enlist cooperation and explain department policies, procedures and actions and promotes effective fire/community relations, including media relations.
- Coordinates the development, maintenance and review of mutual fire protection plans and other fire programs with area municipalities, law enforcement agencies, and city departments.
- Assists Emergency Management Director and Emergency Management Coordinator by assuming Emergency Operations Center responsibilities as directed and for the City during large-scale emergencies or disasters.
- Maintains a working knowledge of federal, state and local laws. Initiates necessary changes within the Fire Department.
- Attends and participates in various meetings including City Council meetings, staff meetings, professional association meetings, and other meetings as necessary and responds to inquiries regarding the City's fire functions as well as makes presentations when requested.
- Contribute to team effort by performing other related duties as assigned by the City Manager.

Knowledge, Skills, and Abilities:

- Knowledge of the equipment, training techniques, principles, methods and practices of professional fire management as well as knowledge of modern philosophies and trends in fire management, rescue operations, and emergency treatment.
- Knowledge of the geography of the city including major streets, buildings and landmarks; knowledge of fire characteristics; and knowledge of the City's emergency operations command center.
- Knowledge of budget preparation and administration; knowledge of departmental strategic planning process; as well as knowledge of City codes and ordinances, and the municipal government organization and functions.
- Knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to fire inspection and investigation activities, safety procedures and standards, and hazardous materials, and knowledge of the characteristics of hazards and their consequences.
- Knowledge of the principles, practices, methods, and techniques of fire inspection and investigation activities, and the ability to write reports, policies and procedures, training materials and correspondence.
- Knowledge of public sector budgeting, purchasing, and personnel practices.
- Knowledge and experience in the techniques of writing plans and procedures.
- Must possess skill in supervision, leadership, and interpersonal relations; in observing and evaluating subordinates; in problem solving and decision making; in presenting ideas, facts, technical information, opinions and/or perceptions accurately, thoroughly, persuasively and in a manner easily understood by the intended audience.
- Must possess administrative skills relating to large-scale department management, budgets and financial practices.
- Skilled in performing effectively in interpersonal situations and execution of managerial responsibilities; interact positively with others; demonstrate tact and courtesy in communications and work cooperatively.
- Skilled in effective communication both orally and in writing.
- Skilled in effective time management and resource utilization.
- Skilled in the uses of work aides, such as a personal computer, ten-key calculator, telephone. *Note:* See also the machines, tools, and equipment used by the Inspector/Investigator.
- Skilled in a variety of computer software applications in word processing, spreadsheets, database and presentation software, such as MS Word, Excel, Access, PowerPoint.
- Skilled in establishing a rapport and eliciting cooperation from co-workers, team members, and citizens.
- Ability to lead and motivate a strong, capable, well equipped and adequately trained workforce.
- Ability to use sound judgment and react calmly under emergency conditions; ability to plan, assign, direct, review and supervise large-scale operations of fire fighting equipment and personnel under emergency conditions; and Ability to evaluate fires, recognize danger and take immediate action necessary for the protection of life and property.
- Ability to manage the administrative functions of the department; ability to interpret, apply and establish rules, regulations, policies and procedures; ability to give orders and gain compliance from subordinates.



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- Ability to establish and maintain an effective working relationship with the public, special interest groups, civic/volunteer groups, other fire protection agencies, and supervise subordinate operational and supervisory personnel. Knowledge of conflict management, goal setting techniques and team building techniques.
- Ability to direct departmental programs. Must possess qualities of leadership, initiative, and the abilities to make decisions, inspire others, and communicate both verbally and in written form.
- Ability to plan, organize, and direct emergency management exercises/drills.
- Ability to establish and maintain effective working relationships and utilize interpersonal skills necessary to deal with all kinds of people in stressful situations.
- Ability to actively listen and demonstrate competence and interest to the general public, citizens, and co-workers, and capable of working full-time.
- Ability to confront potentially dangerous situations without displaying fear and to maintain a calm composure during emergency situations.
- Ability to make independent judgments.
- Ability to research and present information in a logical manner to facilitate learning; ability to analyze experience data; ability to interpret and apply code and ordinances, as well as principals of fire prevention in practical situations.
- Ability to write correspondence, instructions, plans and safety announcements in a logical manner to convey ideas and facilitate learning; as well as the ability to write code revisions, fire code amendments, ordinances, reports, recommendations, evaluations, performance evaluations, and correspondence.
- Ability to read and understand written instructions, construction codes, ordinances, regulations, technical manuals, and reports.
- Ability to communicate ideas in a manner that facilitates understanding.
- Ability to use of formulas, graphs and charts for calculating water flow and pump discharge; for performing hydrant flow tests; calculating budgets and expenditures projections; statistical reporting.
- Ability to hear and understand oral communications both in person and by telephone and radio.
- Ability to present a positive image of the City at all times.

Minimum Requirements:

- Bachelor's Degree in criminal justice, public or business administration or related field
- Five (5) years of progressive experience in Fire/EMS
- An equivalent combination of education and experience may be substituted in lieu of specific educational requirements.
- Executive Fire Officer Certification or equivalent desired and must be obtained within 5 years of accepting the position.
- Master Firefighter Certification from Texas Commission on Fire Protection (TCFP)
- Texas Emergency Medical Technician Certification, preferably EMT-Paramedic Certification
- Valid Class "B" Texas Drivers License

Essential Position:

The types and levels of emergency services provided by the Fire/Police department, together with a consideration of the structures and occupancies comprising the community, and the configuration of the fire department dictates the essential job tasks of fire department members/employees. This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by Fire/Police Department Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

Physical Demands/Working Conditions:

This position will work both indoors and outdoors in extreme heat (100°+) and cold (20°F) around potential mechanical, electrical, explosive, radiation, fume/odor, dust/mite, chemical, natural, and toxic waste hazards.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Resumes are not accepted in lieu of an application. Applications may be downloaded at www.cityofhumble.com , under Links select Employment. Once the application is completed it should be emailed to careers@cityofhumble.net. Please be sure to include the Job Number in the Subject line on all emails.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.